

DDA Registry  
File Security

DDA 76-1815

16 APR 1976

MEMORANDUM FOR: Director of Communications  
Director of Joint Computer Support  
Director of Logistics

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Cover and Security Practices at

STATINTL [REDACTED]

1. With the move of your components to the [REDACTED] area, there will be for the first time a large concentration of Agency personnel in a relatively small commercial area. Accordingly, it will not be too long before the presence of Agency personnel is widely known. Because of this high visibility, it is appropriate that you remind your personnel that they should avoid patterns of activity which would permit a compilation of Agency personalities and names by the commercial enterprises in or about the [REDACTED] area. While this is particularly true of personnel under cover, it also applies to standard Agency employment.

2. Because of your [REDACTED] location, your personnel will have the convenience of travel services in the [REDACTED] area. We urge that you recall to your employees the fact that Central Processing Branch, Office of Personnel, is the Agency component responsible for providing services (reservations and ticketing) related to official travel of Agency employees. In those circumstances where it is necessary for the traveler to procure his own tickets, he may only do so directly with the carriers and not through the intermediary of a travel agent.

3. In the conduct of personal business, while the employee is at liberty to do as he chooses, he should do so with an awareness of good cover and security practices.

4. Please ensure that all personnel from your offices assigned to [REDACTED] are made aware of the substance of this memorandum.

John F. Blake

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